

National Aeronautics and
Space Administration
NASA Shared Services Center
Stennis Space Center, MS 39529-6000



August 11, 2006

Reply to Attn of: Procurement Division

TO: Distribution

FROM: Chief, Procurement Division

SUBJECT: Manual Process for sending Emergency Purchase Requests (PRs) to the
NSSC during Fiscal Year End for Grants and Cooperative Agreements

Manual emergency purchase requests will be accepted by the NASA Shared Services Center (NSSC) during year-end closing when SAP is unavailable. The Centers shall follow their own procedures for initiating emergency PRs. The Finance Office for each Center shall certify that resources are available. Emergency PRs may be sent to the NSSC and should have a PR number assigned to the action for tracking purposes. Approved Center PRs should be sent to the following point of contact: Deborah H. Cook (deborah.h.cook@nasa.gov; phone: 228-813-6075, fax: 228-813-6315). Once the SAP system is reopened, each Center shall be responsible for initiating a PR in SAP to match to the emergency procurement action.

Centers should submit complete technical requirements packages to the NSSC not later than September 1, 2006 for Grants and Cooperative Agreements which will be funded with expiring funds. The PR containing the expiring funds for these awards may be sent separately not later than September 20, 2006.

A handwritten signature in cursive script, appearing to read "Nick Etheridge".

Nick Etheridge

Distribution:
NSSC Procurement Transition Team
NSSC Finance Transition Team
NSSC Center Transition Team Leads
NSSC Center Liaison